



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20020131

**OPEN:** 06/24/02

**CLOSE:** 07/25/02

### **THIS IS A PERMANENT POSITION.**

**POSITION VACANT:** Science Education Administrator (Program Director), AD-1701-4. Salary ranges from \$78,265 to \$121,967 per annum.

**PROMOTION POTENTIAL:** Science Education Administrator, AD-1701-4

**LOCATION:** Directorate for Education and Human Resources (EHR), Division of Educational System Reform (ESR), Arlington, VA

**BARGAINING UNIT STATUS:** This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VII.

**AREA OF CONSIDERATION:** All sources. **This position is outside the competitive civil service.** Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to the final selection.

**DUTIES AND RESPONSIBILITIES:** The National Science Foundation is seeking a qualified candidate for a position to be filled in the Division of Education and Human Resources (EHR), Arlington, VA. The Division of Educational System Reform serves as the focal point for the Math and Science Partnership Program. The incumbent of this position serves as Program Director for the Math and Science Partnership Program located in the Division of Educational System Reform (ESR). The aim of the Math and Science Partnership Program is to engage the nation's higher education institutions and other partners in K-12 reform by calling for a significant commitment by colleges and universities to improving the quality of science and math instruction in schools and to invest in the recruitment, preparation, and professional development of highly competent science and mathematic teachers. The Program Director serves as part of a team of program staff members that develop the goals, strategies, and timetables for the Program. The incumbent of this position:

- Serves as a part of a team of program staff members that develops goals, strategies, and timetables for the Math and Science Partnership (MSP). The incumbent provides expert advice and leadership in areas such as curriculum, instruction, assessment, policy, urban education, rural education, equity, governance, and partnerships with higher education.
- Identifies new program initiatives, specifies program objectives, establishes timetables and plans for program development and implementation.
- Interacts with key people from funded or perspective initiatives to plan, design, and implement educational reforms in elementary and secondary education and in higher education programs that effect elementary and secondary education.

- Designs and implements review and evaluation processes for selecting and monitoring the progress of grant awardees, ensuring equitable representation on review panels and teams and sensitivity to diversity and multi-cultural issues.
- Serves as a liaison with individuals and groups working on equity of access, curriculum, methods, assessment, and research in science and mathematics education.

**QUALIFICATIONS REQUIRED:** **U.S. CITIZENSHIP IS REQUIRED.** Applicants must have a minimum of 4 to 5 years experience with K-12 school systems or equivalent (is desirable but not required). This position requires a Ph.D. in the appropriate field (e.g. science mathematics, science education and/or mathematics education), plus six or more years of research, education, research administration, and /or managerial experience.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period is required.

**QUALITY RANKING FACTORS:** Final ranking is based upon job-related experience, training, education, awards, performance appraisals or letters of recommendation, and the following knowledge, skills, and abilities:

1. Knowledge of the issues related to the implementation of science and/or mathematics standards at the K-12 school levels.
2. Ability to specify program objectives for K-12 levels, identify new initiatives and establish timetables and plans for program development and implementation.
3. Ability to organize, implement, and manage a proposal-driven grant program, allocating resources to meet a large spectrum of program goals.
4. Ability to present ideas clearly and effectively both orally and in writing.
5. Skill in interacting with members of the mathematics, scientific, and education communities in order to present advocate program policies and plans.

**HOW TO APPLY:** You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: Your country of citizenship. Your social security number. Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020131. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

02 - Contact with NSF Personnel Office

(Agency Bulletin Board or other Announcement)

03 - NSF-initiated personal contact

04 - Science Magazine, or other professional journal or magazine

(specify)

05 - Affirmative Action Register

06 - Attendance at conference, meeting or job fair

(specify)

07 - NSF recruitment at school or college

08 - Colleague referral

09 - NSF Bulletin

10 - Federal, State or local job information center

11 - State vocational rehabilitation agency or

Veterans Administration

12 - State employment office

13 - School or college counselor or other official

14 - Private job Information service

15 - Private employment service

16 - Friend or relative working at NSF

17 - Friend or relative not working at NSF

18 - NSF website

19 - Internet or other website

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**